

<p style="text-align: center;"><b>CM/ECF</b></p> <p style="text-align: center;"><b>External User's Guide</b></p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p style="text-align: center;">Section 1.4.5</p> <p style="text-align: center;">Declaration of Divisional Venue</p>

#### IV. File Declaration of Divisional Venue.

Cases in this district are assigned divisional venue based upon the address entered during the case opening process. File a Declaration of Divisional Venue to support a request to change the standard venue assignment.

- STEP 1      Select **Bankruptcy** from the main menu.
- STEP 2      The **Bankruptcy Events** screen will display. Click **Other**.
- STEP 3      The **Case Number** screen will display.
- Enter the complete case number.** This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.
- STEP 4      **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**
- STEP 5      The **Miscellaneous** screen will display. Select **Declaration of Divisional Venue**. Use the drop down list to locate and highlight the selection or click on the "d" key repeatedly until the selection appears. Click **Next**.
- STEP 6      The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.
- CRITICAL ISSUE - Each individual debtor (in a joint petition, both must comply) is required to file their own certification.**
- STEP 7      The **PDF Document Selection** screen will display.
- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
  - ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

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**NOTE:** If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 *“Attachments to Documents”* for instructions on how to file attachments. Click **Next**.

**CRITICAL ISSUE** - The image **MUST** be viewed before attaching it to ensure that it is the correct document.

STEP 8 The **Docket Text: Modify As Appropriate** screen will display. Do not modify this text. Click **Next**.

STEP 9 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

STEP 10 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.